



Code of Conduct

Effective Date: January 13, 1998

Owner	Cobb County Senior Services (CCSS)
Reviewer(s)	CCSS Deputy Director, CCSS Division Director, CCSS Business Manager
Approver(s)	CCSS Director
Related Policies	Cobb County Policies
Related Standards	
Storage Location	CCSS website
Last Review Date	2023
Next Review Date	2025
Review Cycle	Every two years.
Acknowledgement	All center participants review and sign acknowledgement every year.

1. PURPOSE

To ensure a safe and enjoyable environment for our participants, guests, instructors, volunteers, and staff.

Cobb County Senior Center programs and facilities are for individuals who function independently both physically and cognitively. Our facilities are not adult day care facilities and there is no medical staff on site.

2. SCOPE

These *policies/standards* apply to the public, center participants, guests, instructors, and volunteers.

3. GOVERNING LAWS, REGULATIONS & STANDARDS

Cobb County Policies and Cobb County Senior Services policies; OCGA 16-11-12; OCGA 16-12-20.

4. DEFINITIONS

Service Animal – is an animal that that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or task performed by a service animal must be directly related to the individual's disability.

Emotional Support Animal – is an animal that is not required to perform any specific tasks for a disability. They are meant solely for emotional support.

5. POLICY OR STANDARDS



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Everyone using any of the Cobb County Senior Services facilities will be expected to adhere to the Code of Conduct.

A. General Conduct

Physical altercations, physical abuse, harassment of other participants, instructors, speakers, and staff including, but not limited to, offensive slurs, jokes, racial or religious comments, gestures, pictures, objects, rude behavior, bullying and other verbal, graphic and physical conduct, whether conveyed in person, writing, email or through the display of offensive websites is prohibited.

Loud, disruptive, obscene, hateful, or abusive language and/or behavior is not allowed.

Using cell phones or any electronic device in a manner that disturbs other individuals is prohibited.

Personal cleanliness and proper hygiene must be maintained. Please minimize the use of perfumes or colognes.

Misusing, misappropriating, damaging, stealing, or obstructing use of center equipment, resources, or facilities, including computer software and hardware, copiers, printers, and other equipment is prohibited.

Participating in activities while under the adverse influence of alcohol or drugs is prohibited in all Senior Services facilities and/or vehicles.

Sharing of medication is strictly prohibited.

B. Compliance with Rules

Selling, soliciting, petitioning, posting, or distributing materials without written permission is strictly prohibited.

Inappropriate or excessive use of furniture for lying down or sleeping is not allowed.

Individuals, groups, and or organizations may not leave or stow personal possessions at the Centers.

All senior centers are tobacco and vaping free zones. All individuals must comply with smoking ordinances inside and outside of the building.

For safety reasons, furniture is not to be moved by any participants. Please see CCSS staff for assistance when needed.

In accordance with state law, gambling is prohibited in all centers.

Defacing, vandalizing, or damaging Senior Services property is prohibited.



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Service animals are permitted to accompany individuals. Emotional support animals are not considered service animals and are not allowed in any of the Senior Services facilities.

C. Other Stipulations

Cobb County Senior Services is not responsible for personal items left unattended, including vehicles. Leaving vehicles (cars, trucks, trailers, recreational vehicles, or similar vehicles) unattended on Senior Services property overnight is at one's own personal risk. Abandoned vehicles will be towed at owner's expense.

Bringing in or possession of explosive compounds, guns, or knives, in accordance with OCGA 16-11-127 is prohibited.

Committing or attempting to commit an activity that would constitute a violation of any federal, state, or local criminal statute or ordinance is prohibited.

5. EXCEPTIONS

N/A

6. NON-COMPLIANCE

Violations of these policies/standards may result in one or more of the following consequences:

First offense: Verbal warning

Second offense: Written warning

Third offense: Suspension (ranging from 15 days – 1 year)

Based on the nature of the policy violation and prior history, the Director reserves the right to suspend any individual beyond the periods listed above, up to and including a permanent ban from Cobb County Senior Services facilities.

Appeals

Appeals for suspension and permanent ban from Cobb County Senior Services centers may be filed in writing to the Public Services Agency Director, 100 Cherokee Street, Suite 400, Marietta, GA 30090, within 10 business days.



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REVISION HISTORY

Version ID	Date of Change	Author	Rationale
	01-1998		Adoption
	11-2007		Revision
	10-2009		Revision
	01-2022		Revision
	10-2023		Revision